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Office Memorandum • UNITED STATES GOVERNMENT
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TO : Chief, Classification and Wage Division

DATE: 15 December 1953

FROM : Director of Training

SUBJECT: Request for Reclassification of Position

1. We are attaching two copies of a position description on position # U-704 Secretary Steno., Training Division, [REDACTED]. They are being forwarded in the hope that they will prove sufficient to enable you to favorably consider raising this position from a GS-5 to a GS-6.

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2. If the decision necessitates a desk review this office will make the necessary arrangements for a representative of your office to visit the project.

[REDACTED]

25X1A9a

for MATTHEW BAIRD ✓

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